

Introducing Access[®] Online

ETSU Cardholder Training
Version 2-1-2020



Access Online Lessons

[Online Registration](#)

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[Logging In](#)

[Navigation Basics](#)

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Online Registration

Access® Online

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

ETSU

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

Register Online



Online Registration

[Contact Us](#)

[Login](#)

Online Registration Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

ETSU

Account Number: *

Account Expiration Date:

Month * Jan ▾

Year * 2017 ▾

Register This Account

Additional Account

[<<Back to Login Page](#)



Online Registration

Access® Online


Log Out

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and Bank and supersedes all prior agreements between the parties regarding the subject matter contained herein. By logging on to Access Online and clicking the "I Accept" button, you are indicating Customer's agreement to be bound by all of the terms and conditions of the ATS and that you have the authority to so agree on behalf of Customer.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be contrary to law, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.

Bank's failure to exercise or enforce any right or provision of the ATS shall not constitute a waiver of such right or provision unless acknowledged and agreed to by Bank in writing.

Customer and Bank agree that any cause of action arising out of or related to this Access Online must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

I Decline

I Accept



Online Registration

Online Registration Password and Contact Information

Organization Short Name: CMEA

User ID & Password

* = required

User ID: *

Password: *

Re-enter New Password: *

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

Country: *

Phone Number: * Fax Number:

Email Address:

[Cancel Registration](#)

[Continue](#)



Forgot Your Password

Access® Online

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

ETSU

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

Forgot your password?



Forgot Your Password

[Contact Us](#)

[Login](#)

Login Forgot Password

In order to re-set your password, please enter the following information. If you need assistance, please contact your program administrator.

* = required

Organization Short Name:*

ETSU

User ID:*

Continue

[<<Back to Login](#)



Forgot Your Password

[Contact Us](#)

[Login](#)

Login Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

* = required

User ID: ch1pcard

Organization Short Name: aco071

Authentication Question:What was the name of your first stuffed animal?

Enter the response to your Authentication Question:*

[Continue](#)

[<<Back to Forgot Password Page](#)



Forgot Your Password

[Contact Us](#)

[Login](#)

Login Authentication Code

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

User ID: ch1pcard

Organization Short Name: aco071

Request an Authentication Code:

[Send a Code](#)

[<<Back to Login](#)



Forgot Your Password

There was a request for an Authentication Code to regain access to Access Online. Use the following code to reset your password on the Forgot Password page.

Authentication Code:

ABcdeFGh

The code is active for 20 minutes. If you incorrectly enter the Authentication Code three times, the code will be deactivated.

Contact your Program Administrator for assistance if you didn't request a code.

This is a system-generated message. For assistance, do not reply to this email. Please contact your Program Administrator. Thank you.



Forgot Your Password

Login

Authentication Code

i We sent the code to your email address on file.

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

* = required

User ID: ch1pcard

Organization Short Name: aco071

Enter your Authentication Code:*

[Send me another code](#)

[Continue](#)

[<<Back to Login](#)



Forgot Your Password

Login New Password

User ID: blimpa3

Organization Short Name: BLLM

New Password:

Confirm New Password:

Continue

[<<Back to Login](#)



Forgot Your Password

[Event Driven Notification](#)
[Payment Plus](#)
[Order Management](#)
[Transaction Management](#)
[Account Information](#)
[Reporting](#)
[My Personal Information](#)

Welcome to Access Online AMANDA TOMAS

Your last login was 10/10/2017

Language Selection:

American English ▾

Message Center

[Message\(s\) from Access Online](#)

[Message\(s\) from Bank](#)

[Home](#)

[Contact Us](#)

[Training](#)

Purchasing

Acct#/Name: ...4660 AMANDA TOMAS
Account ID: 172246609071
Account Status: Open

Current Balance: ⓘ \$0.00
Credit Limit: ⓘ \$1.00
Available Credit: ⓘ \$1.00

Quick Links

[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/04	CODALE ELECTRIC #5	\$2,038.69
08/04	CODALE ELECTRIC #5	\$810.96
08/04	FEDEX 10544077	\$25.70
08/01	MCMMASTER-CARR	\$13.41
08/01	ALLIED ELECTRONICS INC	\$19.06
08/01	WIRECARE	\$2,505.00
08/01	WIRECARE	\$2,790.00
08/01	PASTERNAK ENTERPRISES	\$319.20
08/01	FEDEX 10532905	\$27.53
07/28	DKC*DIGI KEY CORP	\$54.33

ⓘ Information



Logging In

Access® Online

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Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

ETSU

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

Organization Short Name
User ID
Password



Navigation Basics

Change your language.

Transaction Management
Account Information
Reporting
My Personal Information

Welcome to Access Online Rebecca Birdwell

Your last login was 01/17/2020

Language Selection:

American English ▾

Home
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Message Center

Message Center

[Message\(s\) from Access Online](#)

Purchasing

Account Name: REBECCA L BIRDWELL
Account Unique ID: ⓘ 0459-6350-1900-1855
Account ID: 219350000445
Account #: **9234
Account Status: Open

Statement Balance: \$57.99
Billing Cycle Close Date: 01/20/2020

[View Current Statement](#)

Current Balance: \$12.00
Credit Limit: \$2,000.00
Available Credit: \$1,988.00

This information is updated as of the previous business day and may not reflect pending account activity.

Quick Links

[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

You may be able to use quick links to go to common tasks.

Left-Column Navigation Bar

Last 10 Transactions Posted

Posting Date	Merchant	Amount
01/29	CORPORATE CARD ANNUAL FEE	\$12.00
01/06	AMZN MKTP US*TO71J5RN3	\$57.99

Transaction summary information.

Welcome to Access Online Rebecca Birdwell

Your last login was 01/17/2020

Language Selection:

American English ▾

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[Message\(s\) from Access Online](#)

Purchasing

Account Name: REBECCA L BIRDWELL
Account Unique ID: ⓘ 0459-6350-1900-1855
Account ID: 219350000445
Account #: **9234
Account Status: Open

Statement Balance: \$57.99
Billing Cycle Close Date: 01/20/2020

[View Current Statement](#)

Current Balance: \$12.00
Credit Limit: \$2,000.00
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This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
01/29	CORPORATE CARD ANNUAL FEE	\$12.00
01/06	AMZN MKTP US*TO71J5RN3	\$57.99

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[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Please note:
Every year a Corporate Card Annual fee will be accessed to each card in the anniversary month the card was obtained.

Navigation Basics

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Welcome to Access Online Rebecca Birdwell

Your last login was 01/31/2020

Language Selection:

American English ▾

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[Message\(s\) from Ac](#)

Click the Manage Home Page Settings link to customize your display.

Purchasing

Account Name: REBECCA L BIRDWELL
Account Unique ID: ⓘ 0459-6350-1900-1855
Account ID: 219350000445
Account #: **9234
Account Status: Open

Statement Balance: \$57.99
Billing Cycle Close Date: 01/20/2020

Current Balance: \$12.00
Credit Limit: \$2,000.00
Available Credit: \$1,988.00

[View Current Statement](#)

Click a link to access a task.

Quick Links

[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
01/29	CORPORATE CARD ANNUAL FEE	\$12.00
01/06	AMZN MKTP US*TO71J5RN3	\$57.99



My Personal Information

- Event Driven Notification
- Payment Plus
- Order Management
- Transaction Management
- Account Information
- Reporting
- My Personal Information**
 - Password
 - Contact Information
 - Manage Account Access
 - Manage Favorites
 - Account Alerts

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Training

My Personal Information

User ID: CH2PCARD

Password

Change your system password by resetting a password.

Change your Password

by an authentication response that will be used when

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.



My Personal Information

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- Contact Information
- Manage Account Access
- Manage Favorites
- Account Alerts

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Training

My Personal Information

User ID: CH2PCARD

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (e.g., phone no., etc.).

- Email Notification

Contact Information

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View access rights and user specific information, such as accounts and hierarchy level access.

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Email Notification

Event Driven Notification
Payment Plus
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Account Information
Reporting

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- Password
- Contact Information
- Manage Account Access
- Manage Favorites
- Account Alerts

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Training

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Email
Notification

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Email Notification

- Event Driven Notification
- Payment Plus
- Order Management
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- My Personal Information**
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Training

My Personal Information Email Notification

User ID: CH2PCARD

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

* = required

Email Address: *

amanda.tomas@acme.com

Preferred Output Language: * American English

Email Notification

Dispute Status Email Notification

Send notification when the status of my dispute changes.

Payment Plus Email Notification

Payment Requests

Daily

Weekly:

A notification will be sent to you when a final approved, rejected, or declined action is directed to you as selected below.

Sent notifications to the specific user when:

Final Approved - Requestor will receive notification when Final Approved.

Rejected - If rejected to you, you will receive notification.

Declined - If declined to you, you will receive notification.

Send Pending Approval notifications

Send notification only when there are requests pending approval in my Manager Approval Queue.

Send notification whether or not there are requests pending approval in my Manager Approval Queue.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
<input type="text" value="Disabled"/>	4246040017224660	AMANDA TOMAS	Cardholder

Accounts viewed through assigned hierarchies: [Add Managing Accounts](#)

[Add Cardholder Account](#)

[<< Back to Personal Information](#)

The options depend on your program setup.



Account Access

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- Manage Account Access
- Manage Favorites
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My Personal Information

User ID: CH2PCARD

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Account Access

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

Add an Account

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.



Account Access

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- Manage Favorites
- Account Alerts

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Training

My Personal Information Manage Account Access

User ID: CH2PCARD

Organization Short Name: ACO071

Functional Entitlement Group: CH Full

These are the accounts and hierarc **Add an Account** ve access.

[Add Accounts](#)

Product Description	Account Number	Designated User	User ID
Purchasing Card	4246040017224660		CH2PCARD

[<< Back to My Personal Information](#)



Add an Account

- Event Driven Notification
- Payment Plus
- Order Management
- Transaction Management
- Account Information
- Reporting

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- Password
- Contact Information
- **Manage Account Access**
- Manage Favorites
- Account Alerts

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My Personal Information Add Accounts

User ID: CH2PCARD

Please enter information below for each account you wish to add. When all desired accounts have been added, "Save."

* = required

Organization Short Name: ACO071

Account Number: * Account Expiration Date: Month* Year*

[Add Account](#)

[<< Back to Personal Information](#)



Account Profile

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Training

Account
Information

Account Information

Card Account Number: *****9234, REBECCA L BIRDWELL
Card Account ID: 219350000445

Statement

View account statement(s).

- [Cardholder Account Statement](#)

Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)



Account Profile

- Transaction Management
- Account Information**
 - Statement
 - **Account Profile**
- Reporting
- My Personal Information

Cardholder Account Profile

Cardholder Account Summary

Card Account Number: *****9234, REBECCA L BIRDWELL
Card Account ID: 219350000445

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Select an item below to view its contents.

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.



Account Profile

 REBECCA L BIRDWELL

Product

Purchasing

Account

Unique ID: 0459-6350-1900-1855 

ID: 2193-5000-0445

Number: **9234


Processing Hierarchy 

[Show All Hierarchy Names](#)

4596-1097-13284-04020-0000

Managing Account

Name: ETSU BUSINESSFINANCE

Unique ID: N/A 

ID: 2193-3900-0469


Number: **9244


Organization Name (optional) 


PROC & CONTRACT SERV


Optional 1 (optional)


E00042646

 Account Overview

 Account Owner's Information

 Training Certificate

 Account Details

 Default Accounting Code

 Authorization Limits



Account Overview

+ REBECCA L BIRDWELL

- Account Overview

Summary ⓘ

Account Status	Open
Credit Limit	\$2000
Available Credit	\$1988
Single Purchase Limit	\$2000
Expiration Date	12/2023

[View Financial History](#)

Payment Information ⓘ

Statement Balance	\$57.99
Current Balance	\$12.00
Statement Close Date	01/20/2020

[View Statements](#)

+ Account Owner's Information


+ Training Certificate

+ Account Details



Account Owner's Information

 **REBECCA L BIRDWELL**

 Account Overview

 Account Owner's Information

Social Security Number

***-**-XXXX

Mailing Address

PO BOX 70729
JOHNSON CITY, TN 376141710
USA

Email Address

BIRDWELLR@ETSU.EDU

Work Phone

423-439-6888

Additional Phone *(optional)*

0000000000

Personal Phone

--


Fax Number *(optional)*

0000000000



Account Details

Account Details

Cycle Day 
20

Open Date
12/16/2019

Maintenance Date
12/16/2019 23:41:17
Update method: Manual

Activated
Yes

Physical Card & PIN

Physical Card
Yes

Checks

Checks
No

Reporting Level

[Show All Hierarchy Names](#)

Level 1
13284

Level 2
00000

Level 3
00000


Level 4
00000


Level 5
00000

Level 6
00000

Level 7
00000

Account Active Dates

Start Date *(optional)* 
--

End Date *(optional)* 
--

Account Details Comments *(optional)*



Default Accounting Code

Default Accounting Code

Default Accounting Code  


CHART (1)	INDEX (6)	ACCOUNT CODE (5)
E	40200	--

Default Accounting Code Comments *(optional)*

Leave Account Profile


Account Profile

 **REBECCA L BIRDWELL**

 Account Overview

 Account Owner's Information

 Training Certificate

 Account Details

Click to Leave
Account Profile
and go back to
main menu

Viewing Statements

- Transaction Management
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- My Personal Information

Cardholder Account Profile

Cardholder Account Summary

Card Account Number: *****9234, REBECCA L BIRDWELL
Card Account ID: 219350000445

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Select an item below to view its contents.

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.

Click to see statements



Viewing Statements

Account Statements

[Switch Accounts](#)

REBECCA L BIRDWELL

Account Unique ID: 0459-6350-1900-1855 

Account ID: 2193-5000-0445 | **Account Number:** **9234

Please Note: The statement can't be used for remittance of payment, it's for display purposes only.

[View account profile](#)

2020

 [01/20/2020 \(PDF\)](#)



Viewing Statements



U.S. BANK
P. O. Box 8343
Fargo, ND 58125-8343

ACCOUNT NUMBER XXXXXXXXXX 9234

AMOUNT DUE XXXXXXXXXX \$0.00



000029141 01 SP 106481129257975 S
REBECCA L BIRDWELL
PROC & CONTRACT SERV
PO BOX 70729
JOHNSON CITY TN 37614-1710

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-05	01-06	5942	AMZN MKTP US*TO71J5RN3 AMZN.COM/BILL WA	55432980005200827556010	57.99

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXXXXXXXX 9234	ACCOUNT SUMMARY PURCHASES, FEES & ADJUSTMENTS \$57.99
	STATEMENT DATE 01/20/20	CHECKS/CASH ADVANCES \$0.00
MANAGING ACCOUNT NUMBER 5589-6345-5553-9244 CONTACT AND ADDRESS ETSU BUSINESS FINANCE ASHLEY MCBEE PO BOX 70732 JOHNSON CITY, TN 37614		DISPUTE AMOUNT \$0.00
		CREDITS \$0.00
		STATEMENT TOTAL \$57.99



Viewing Transactions

Event Driven Notification
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My Personal Information

Welcome to Access Online AMANDA TOMAS

Your last login was 10/10/2017

Language Selection:

American English ▾

Message Center

[Message\(s\) from Access Online](#)

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Purchasing

Acct#/Name: ...4660 AMANDA TOMAS

Account ID: 172246609071

Account Status: Open

Current Balance: ⓘ \$0.00

Credit Limit: ⓘ \$1.00

Available Credit: ⓘ \$1.00

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[View Last Cycle Transactions](#)

[View Open Transactions](#)

Link to transaction management function.

Transactions Posted

Date	Merchant	Amount
	CODALE ELECTRIC #5	\$2,038.69
	CODALE ELECTRIC #5	\$810.00
	FEDEX 10544077	
08/01	MCMaster-CARR	
08/01	ALLIED ELECTRONICS INC	
08/01	WIRECARE	\$2,505.00
08/01	WIRECARE	\$2,790.00
08/01	PASTERNAK ENTERPRISES	\$319.20
08/01	FEDEX 10532905	\$27.53
07/28	DKC*DIGI KEY CORP	\$54.33

Quick links to transactions.

ⓘ Information



How to View Transactions

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Transaction Management

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.

[View Unmatched Transactions](#)

Presents the unmatched transactions list.



Transaction Management

- Transaction list
- Disputes
- Transaction reallocation
- Transaction and order matching
- Transaction approval process



Transaction Management

Transaction Management

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.

Click on transaction management then transaction list

Transaction List

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****4660, AMANDA TOMAS
 Card Account ID: 172246609071

Create | Manage | » Trans List

[-] Card Account Summary

Account Number: ...4660 Outstanding Orders: \$0.00 0
 Account Name: AMANDA TOMAS Unmatched Transactions: \$282,960.46 388
Note: Includes unmatched portion of partially matched transactions.

Billing Cycle Close Date: 12/16/2016 Search Print Account Activity

Total Transactions: \$15,469.48 22 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0% 0.0%

Open Account

Card Account Summary

Search Criteria

[+] Search Criteria

[-] Transaction List

Records 1 - 22 of 22
 Check All Show | Uncheck All Show

Links to Transaction Detail

Transaction List

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Attachment	Comments
<input type="checkbox"/>	Pending			07/28	08/04	CODALE ELECTRIC #5	775-748-4900, NV	\$2,038.69	Ⓜ Ⓜ	P-CARD	📎	
<input type="checkbox"/>	Pending			07/28	08/04	CODALE ELECTRIC #5	775-748-4900, NV	\$810.96	Ⓜ Ⓜ	P-CARD	📎	
<input type="checkbox"/>	Pending			08/01	08/04	FEDEX 10544077	800-4633339, TN	\$25.70	Ⓜ Ⓜ	10544077	📎	
<input type="checkbox"/>	Pending			07/27	08/01	MCMaster-CARR	630-8349600, IL	\$13.41	Ⓜ Ⓜ	0227JCOQUILLARD	📎	
<input type="checkbox"/>	Pending			07/28	08/01	ALLIED ELECTRONICS INC	800-433-5700, TX	\$19.06	Ⓜ Ⓜ	NONE	📎	
<input type="checkbox"/>	Pending			07/28	08/01	WIRECARE	973-300-9782, NJ	\$2,505.00	Ⓜ Ⓜ	VPEA8ABC6CEA	📎	
<input type="checkbox"/>	Pending			07/28	08/01	WIRECARE	973-300-9782, NJ	\$2,790.00	Ⓜ Ⓜ	VQEA8B19B172	📎	

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****9234, REBECCA L BIRDWELL
Card Account ID: 21935000445

[» Trans List](#)

[-] Card Account Summary

Account Number:
Account Name: REBECCA L BIRDWELL

Billing Cycle Close Date:

[Search](#)

[Print Account Activity](#)

Open Account

Clicking Transaction Date will show Transaction Detail

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	<input checked="" type="radio"/>	Pending	01/29	01/29	CORPORATE CARD ANNUAL FEE		\$12.00

Reviewed Disputed Reallocated Trans Detail Level Upload Attachments

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

[Reallocate](#)

[Mass Reallocate](#)

[Change Review Status](#)



[Approve](#)

[Pull Back](#)



Dispute a Transaction

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail
	01/05	01/06	AMZN MKTP US*TO71J5RN3	AMZN.COM/BILL, WA	57.99	

 Reviewed  Disputed   Trans Detail Level  Reallocated  Upload Attachments  Attachment

Summary Allocations Comments Approval History


The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Not Reviewed" button.

To approve and forward the transaction, click "Approve."

To initiate a dispute, click the "Dispute" button.

Transaction

Date: 01/05/2020
Purchase ID: 114-5192935-31802
Total Amount: 57.99
Memo Post:  Yes

Sales Tax: 0.00
Freight:

Merchant

Name: AMZN MKTP
US*TO71J5RN3
City, State/Province: AMZN.COM/BILL, WA
Transaction Type: MASTERCARD MC
PURCHASE

Merchant Category Code

(MCC): 5942
MCC Description: BOOK STORES

Mark as Not Reviewed

Approve

Print Transaction

• none


Dispute

Sales Draft Requests

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

Dispute button

 Dispute History

Transaction Detail



Dispute Information



Dispute a Transaction

Transaction Management

Select a Dispute Reason

The definition of a **fraud** transaction is defined as third party unauthorized use of a card. If the transaction in question is fraud, please go to [Contact Us](#) for the customer support contact information.

The definition of a **dispute** transaction is defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their Issuer's assistance.

Card Account Number: *****4680, AMANDA TOMAS
Card Account ID: 172246609071

Trans Date	Statement Date	Merchant	Amount	Reference Number
07/28/2017		CODALE ELECTRIC #5	810.96	24493983061892016573757

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> Unrecognized ...I do not recognize the charge.	Print, Signature
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> Cash Not Received ...I did not receive cash from the ATM.	Print, Copy of Receipt
<small>Transaction of Interest</small>	
...I had cancelled the purchase.	
<input type="radio"/> Transaction Posted to Closed Account - Recurring Transaction ...this account has been closed. This is a recurring transaction such as a monthly service.	
<input type="radio"/> Transaction Posted to Closed Account ...this account has been closed.	
<input type="radio"/> Defective - Shipped/Returned ...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective - Shipped ...the shipped merchandise I received was defective.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective ...the merchandise I received was defective.	
<input type="radio"/> Other ...none of the above reasons fit my need to dispute this transaction.	

Select



Transaction Management

Select a Dispute Reason

The definition of a **fraud** transaction is defined as third party unauthorized use of a card. If the transaction in question is fraud, please go to [Contact Us](#) for the customer support contact information.

The definition of a **dispute** transaction is defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their Issuer's assistance.

Card Account Number: *****7835, WILLIAM WALLIN
Card Account ID: 371178359071

Trans Date	Statement Date	Merchant	Amount	Reference Number
08/01/2017		PARK AND SHOP	199.00	24755423060170603025379

Select a dispute reason from the list below. If you need more information about this



My account was charged for this transaction and...

Reason	Additional
<input checked="" type="radio"/> Unrecognized ...I do not recognize the charge.	Print, Signa
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy
<input type="radio"/> Cash Not Received ...I did not receive cash from the ATM.	Print, Copy
<input type="radio"/> Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy



My account was charged for this transaction and...

Reason	Additional
<input type="radio"/> Unrecognized ...I do not recognize the charge.	Print, Signa
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input checked="" type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy
<input type="radio"/> Cash Not Received ...I did not receive cash from the ATM.	Print, Copy
<input type="radio"/> Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy



Cancelled

...I had cancelled the purchase.

Transaction Posted to Closed Account - Recurring Transaction

...this account has been closed. This is a recurring transaction such as a monthly service.

Transaction Posted to Closed Account

...this account has been closed.

Defective - Shipped/Returned

...the shipped merchandise I received was defective. The merchandise has been returned to the merchant. [Print, Copy or Download](#)

Defective - Shipped

...the shipped merchandise I received was defective. [Print, Copy or Download](#)

Defective

...the merchandise I received was defective.

Other

...none of the above reasons fit my need to dispute this transaction.

Select



Transaction Management

Dispute Reason: Services Not Received

Card Account Number: *****7835, WILLIAM WALLIN
Card Account ID: 371178359071

Trans Date	Statement Date	Merchant	Amount	Reference Number
08/01/2017		PARK AND SHOP	199.00	24755423060170603025379

Services Not Received

My account was charged for this transaction and I have not received the services.

* = required

Requestor Name:*

WILL WALLIN

Requestor Phone Number:*

6121231234

Expected Date of Delivery:

Expected Month:***Expected Day:*****Expected Year:***



Expected Date of Delivery:

Expected Month:***Expected Day:*****Expected Year:***

Jan ▾ 1 ▾ 2017 ▾

Description of Services Not Received:*

Parking

Date of Merchant Contact:

Contact Month:***Contact Day:*****Contact Year:***

Jan ▾ 5 ▾ 2017 ▾

Merchant Response:*

No response

Comments:

[Dispute](#)

Transaction Management

Dispute Reason: Unauthorized

i Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Fax Number:

701-461-3463

Mailing Address:

Customer Services
P.O. Box 6344
Fargo, ND 58125-6344

When finished printing, you can go to the [transaction detail](#).

Account Number: 4246040011253475

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/20/2007	UNITED ELECTRIC #7649	170.04	24692167108000612793118

Unauthorized

My account was charged for this transaction and I did not authorize the charge.

Requestor Name:

Chris Doe

Requestor Phone Number:

6121231234

Comments:

I cancelled this service in May.

Cardholder Signature (required to process this dispute)



Reallocate a Transaction

You may need to reallocate a transaction from your default index and account code to another index and account code. For example, if you bought office supplies that you will share with another index you have, you may need to reallocate part of the transaction to the other index and account code.

Any transactions that are posted on or before the 20th of the month, a cardholder has until the last day of that month to reallocate that transaction. If a transaction posts after the 20th, a cardholder has until the last day of the next month to reallocate.

Reallocate a Transaction

[\[-\] Transaction List](#) [Return to top](#)

Records 1 - 13 of 13

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>		08/01	08/04	PARK AND SHOP	612-6720148, MN	\$199.00	Ⓜ	2RRPM			4444 33355 555 91614
<input type="checkbox"/>		07/28	08/04	HILTON HOTELS COSTA MESA	COSTA MESA, CA	\$380.55	Ⓜ	0010409902280			4444 33355 555 91614
<input type="checkbox"/>		08/01	08/04	AT&T*877788053 NBI	800-331-0500, GA	\$74.91	Ⓜ	877788053			4444 33355 555 91614
<input type="checkbox"/>		07/28	08/04	MSP AIRPORT PARKING	SAINT PAUL, MN	\$40.00	Ⓜ				4444 33355 555 91614
<input type="checkbox"/>		08/01	08/04	CHIANTI GRILL	FALCON HEIGHT, MN	\$87.94	Ⓜ				4444 33355 555 91614
<input type="checkbox"/>		07/28	08/01	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	\$11.00	Ⓜ	0036759002280			4444 33355 555 91614
<input type="checkbox"/>		07/28	08/01	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	\$30.00	Ⓜ	0036758902280			4444 33355 555 91614
<input type="checkbox"/>		07/26	08/01	MASTRO'S COSTA MESA	COSTA MESA, CA	\$229.00					4444 33355 555 91614
<input type="checkbox"/>		07/26	07/28	DELTA AIR 0067209165789	PHOENIX, AZ	\$489.80	Ⓜ				4444 33355 555 91614
<input type="checkbox"/>		07/26	07/28	CARLSON WAG 0067209165789	PHOENIX, AZ	\$27.50	Ⓜ				4444 33355 555 91614
<input type="checkbox"/>		07/27	07/28	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	\$12.00	Ⓜ	0036754502270			4444 33355 555 91614
<input type="checkbox"/>		07/27	07/28	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	\$27.00	Ⓜ	0036754302270			4444 33355 555 91614
<input type="checkbox"/>		07/26	07/28	8TH STREET GRILL	MINNEAPOLIS, MN	\$29.64					4444 33355 555 91614

Reviewed
 Disputed
 Reallocated
 Trans Detail Level
 Upload

[Check All Shown](#) | [Uncheck All Shown](#)



Reallocate a Transaction

Summary **Allocations** Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 43.37	OR 100.00 %	E *	40200 *	*	Add as Favorite

Search

Remove

Total Allocated: \$ 43.37 100.00 % **Apply Accounting Code:** **Apply**

Amount Remaining: \$ 0.00 0.00 % **Additional Allocation(s):** **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

The Amount Remaining must be zero.

Click Magnifying glass for account code lookup.



Reallocate a Transaction

Transaction Management Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ACCOUNT CODE (5)	
Value:	<input type="text" value="73"/>
Description:	<input type="text"/>
Search Type:	<input type="text" value="Begins with"/>

Display Values per page

Search

Select a valid value from the results list below.

Records 1 - 9 of 9

	<u>ACCOUNT CODE</u>	<u>Value Description</u>
Select	73110	Individual Instate Travel Professional
Select	73120	Individual Instate Travel Institute
Select	73210	Individual Out of State or Country Profe
Select	73220	Individual Out of State or Country Insti
Select	73310	Teams Groups Instate Professional
Select	73320	Teams Groups Instate Institute
Select	73410	Teams Groups Out of State or Country Pro
Select	73420	Teams Groups Out of State of Country Ins
Select	73800	Athletic Recruitment Travel



Reallocate a Transaction

Transaction List [Return to top](#)

Records 1 - 3 of 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input type="checkbox"/>		Pending	01/27	01/29	AACRAO	202-293-9161, DC	\$545.00		04596006200023562020-01-2900002	000044991
<input type="checkbox"/>		Pending	01/28	01/29	AMZN MKTP US*AD5WP1UI3	AMZN.COM/BILL, WA	\$59.95		04596006200023562020-01-2900001	051
<input checked="" type="checkbox"/>		Pending	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	\$616.40		04596006200023562020-01-2700001	

Reviewed Disputed Reallocated Trans Detail Level Upload Attachments

[Check All Shown](#) | [Uncheck All Shown](#)

Choose the transaction that you want to reallocate

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 616.40	OR 100.00 %	E * q	50700 * q	74570 * q	Add as Favorite

Search

Remove

Total Allocated: \$ 616.40 100.00 % **Apply Accounting Code:**

Amount Remaining: \$ 0.00 0.00 % **Additional Allocation(s):**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Even though this comes up as a five digit number, when you reallocate, indexes that are five digits must have a leading zero.

Reallocate a Transaction

Summary Allocations Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 616.40	OR 100.00 %	E * 🔍	50700 * 🔍	* 🔍	Add as Favorite
<input type="checkbox"/>	\$ 0.00	OR 0.00 %	E * 🔍	50700 * 🔍	* 🔍	Add as Favorite

🔍 Search

Remove

Total Allocated: \$ 616.40 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add Click add to reallocate

Once you click add, this line will appear

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations



Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachments
	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	616.40	III		U

Disputed Trans Detail Level Reallocated Upload Attachments

Summary Allocations Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 0.00	OR 0.00 %	E * Q	50700 * Q	74570 * Q	Add as Favorite
<input type="checkbox"/>	\$ 616.40	OR 100.00 %	E * Q	50700 * Q	73210 * Q	Add as Favorite

Search

Remove

Total Allocated: \$ 616.40 100.00 % Apply Accounting Code: [Dropdown] Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

If the index and account code are used often, you can click Add as Favorite for future use.



Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachments
	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	616.40	III		U

Disputed Trans Detail Level Reallocated Upload Attachments

Summary Allocations Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 0.00	OR 0.00 %	E * Q	50700 * Q	74570 * Q	Add as Favorite
<input type="checkbox"/>	\$ 616.40	OR 100.00 %	E * Q	50700 * Q	73210 * Q	Add as Favorite

Search

Remove

Total Allocated: \$ 616.40 100.00 % Apply Accounting Code: [Dropdown] Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations



Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment
	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	616.40	III		

Disputed Trans Detail Level Reallocated Upload Attachments

Summary | Allocations | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (5)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 0.00	OR 0.00 %	E * q	50700 * q	74570 * q	Add as Favorite
<input type="checkbox"/>	\$ 154.10	OR 25.00 %	E * q	50701 * q	73210 * q	Add as Favorite
<input type="checkbox"/>	\$ 462.30	OR 75.00 %	E * q	200001 * q	73210 * q	Add as Favorite

Search

Remove

Total Allocated: \$ 616.40 100.00 % **Apply Accounting Code:** **Apply**

Amount Remaining: \$ 0.00 0.00 % **Additional Allocation(s):** **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

- ▲ Allocations are not allowed to be less than \$0.00. Please see the error icon below and mark the allocation for removal or re-enter the Amount or Alloc %.
- ▲ Segment values below are either individually not a valid value and/or the combination of these values are not valid. Please correct the row by changing at least one value and/or select a valid value by clicking the search icon.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	616.40	III	

Disputed Trans Detail Level Reallocated Upload Attachments

A line that has zero in the amount must be removed.

An index must be entered as 6 digits, this should have been entered as 050701.

Approval History

Ability to reallocate a transaction by changing the cost center. The reallocation can be to a different cost center, by dollar amount or percentage. Total allocated to the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: User Last Changed By: MORRELL, JAYNE

Remove	Amount	Percent	Accounting Code - Segment Name (Length)		
			CHART (1)	INDEX (6)	ACCOUNT CODE (5)
▲ <input type="checkbox"/>	\$ 0.00	OR 0.00 %	E * 🔍	050700 * 🔍	73210 * 🔍
▲ <input type="checkbox"/>	\$ 154.10	OR 25.00 % ▲	E * 🔍	50701 * 🔍	73210 * 🔍
<input type="checkbox"/>	\$ 462.30	OR 75.00 %	E * 🔍	200001 * 🔍	73210 * 🔍



Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment
	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	616.40	Ⓜ		📎

Ⓜ Disputed Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated 📎 Upload Attachments

Summary Allocations Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By: MORRELL, JAYNE

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			CHART (1)	INDEX (5)	ACCOUNT CODE (5)	
<input type="checkbox"/>	\$ 154.10	OR 25.00 %	E * 🔍	050700 * 🔍	73210 * 🔍	Add as Favorite
<input type="checkbox"/>	\$ 462.30	OR 75.00 %	E * 🔍	200001 * 🔍	73210 * 🔍	Add as Favorite

🔍 Search

Remove

Total Allocated: \$ 616.40 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

When you reallocating, indexes that are five digits must have a leading zero.



Searching for an index

Transaction Management Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which requires them to be selected at the same time. Enter full or partial segment values, segment value descriptions, or leave blank to view all valid combinations. Then click the "Search" button.

Accounting Code - Segment Name (Length)		
CHART (1)	INDEX (6)	ACC
E * 🔍	050700 * 🔍	
E * 🔍	200001 * 🔍	

	CHART (1)	INDEX (6)
Value:	<input type="text" value="E"/>	<input type="text"/>
Description:	<input type="text"/>	<input type="text"/>
Search Type:	<input type="text" value="Contains"/>	<input type="text" value="Begins with"/>

Display Values per page

Search

Select a valid value from the results list below.

Records 1 - 25 of 64
Page: 1 | 2 | 3

	Segment Value		Segment Value Description	
	CHART	INDEX	CHART	INDEX
Select	E	025510		Office of Admissions
Select	E	025520		Office of Financial Aid
Select	E	025521		F A Scholarship Adm
Select	E	025530		Program Articulation
Select	E	025546		Veterans Affairs - Registrar
Select	E	025548		Veterans Marketing and Promotion
Select	E	025560		University Advisement
Select	E	025570		Marketing
Select	E	027570		FYE - First Year Experience
Select	E	029000		Dir of Roan Scholars Leadership
Select	E	040140		Food Service
Select	F	050700		Student Services Adm

When searching for a Foundation index, enter an "F".



Searching for an account code

Transaction Management Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ACCOUNT CODE (5)	
Value:	<input type="text"/>
Description:	<input type="text"/>
Search Type:	<input type="text" value="Begins with"/>

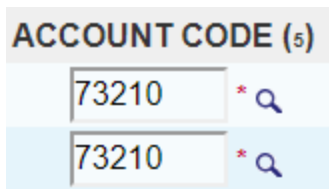
Display Values per page

[Search](#)

Select a valid value from the results list below.

Records 1 - 25 of 45
Page: 1 | 2

	ACCOUNT CODE	Value Description
Select	73110	Individual Instate Travel Professional
Select	73120	Individual Instate Travel Institute
Select	73210	Individual Out of State or Country Profe
Select	73220	Individual Out of State or Country Insti
Select	73310	Teams Groups Instate Professional
Select	73320	Teams Groups Instate Institute
Select	73410	Teams Groups Out of State or Country Pro
Select	73420	Teams Groups Out of State of Country Ins
Select	73800	Athletic Recruitment Travel
Select	74130	Duplicating and Copy by Institute
Select	74140	Duplicating and Copy Outside Institute
Select	74150	Film Processing
Select	74160	Printing Publications by Institute
Select	74190	Other Print Duplic and Film Process
Select	74230	Postal Charges
Select	74240	Freight and Express Charges
Select	74390	Other Maintenance and Repairs



ETSU account codes available for reallocating

	ACCOUNT CODE	Value Description
Select	73110	Individual Instate Travel Professional
Select	73120	Individual Instate Travel Institute
Select	73210	Individual Out of State or Country Profe
Select	73220	Individual Out of State or Country Insti
Select	73310	Teams Groups Instate Professional
Select	73320	Teams Groups Instate Institute
Select	73410	Teams Groups Out of State or Country Pro
Select	73420	Teams Groups Out of State of Country Ins
Select	73800	Athletic Recruitment Travel
Select	74130	Duplicating and Copy by Institute
Select	74140	Duplicating and Copy Outside Institute
Select	74150	Film Processing
Select	74160	Printing Publications by Institute
Select	74190	Other Print Duplic and Film Process
Select	74230	Postal Charges
Select	74240	Freight and Express Charges
Select	74390	Other Maintenance and Repairs
Select	74440	Consulting Services
Select	74450	Medical Services
Select	74460	Legal Services
Select	74471	Advertising Services - Personnel
Select	74472	Newspaper Display
Select	74473	Newspaper Classified
Select	74474	Magazines Journals
Select	74478	Electronic Advertising

	ACCOUNT CODE	Value Description
Select	74479	Advertising Other
Select	74480	Dues and Subscriptions
Select	74481	Membership Dues Accreditation
Select	74490	Other Professional and Admin Services
Select	74510	Supplies - Office
Select	74520	Supplies - Instructional
Select	74521	Supplies - Instructional Clinical
Select	74530	Supplies - Operational
Select	74540	Supplies - Medical
Select	74550	Supplies - Bookstore
Select	74551	Supplies - Sodexo Food Services
Select	74552	Supplies - Food Refreshments
Select	74570	Supplies - ProCard
Select	74596	Supplies - Library Periodicals
Select	74597	Supplies - Library Database Access
Select	74599	Supplies - Other
Select	74632	Rentals - Other Equipment
Select	74639	Rentals - Other
Select	78510	Books (Library Use Only)
Select	78582	Video Media (Library Use Only)



How to search for an account code

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ACCOUNT CODE (5)	
Value:	<input type="text"/>
Description:	<input type="text" value="sup"/>
Search Type:	<input type="text" value="Begins with"/>

Display Values per page

Search

Select a valid value from the results list below.

Records 1 - 12 of 12

	<u>ACCOUNT CODE</u>	<u>Value Description</u>
Select	74510	Supplies - Office
Select	74520	Supplies - Instructional
Select	74521	Supplies - Instructional Clinical
Select	74530	Supplies - Operational
Select	74540	Supplies - Medical
Select	74550	Supplies - Bookstore
Select	74551	Supplies - Sodexo Food Services
Select	74552	Supplies - Food Refreshments
Select	74570	Supplies - ProCard
Select	74596	Supplies - Library Periodicals
Select	74597	Supplies - Library Database Access
Select	74599	Supplies - Other

Records 1 - 12 of 12



Cardholder Transaction Approval

[\[-\] Transaction List](#)

[Return to top](#)

Records 1 - 3 of 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input type="checkbox"/>		Pending	01/27	01/29	AACRAO	202-293-9161, DC	\$545.00		04596006200023562020-01-2900002	000044991
<input type="checkbox"/>		Pending	01/28	01/29	AMZN MKTP US*AD5WP1UI3	AMZN.COM/BILL, WA	\$59.95		04596006200023562020-01-2900001	051
<input checked="" type="checkbox"/>		Pending	01/24	01/27	DELTA 00674949796356	SEATTLE, WA	\$616.40		04596006200023562020-01-2700001	

Reviewed Disputed Reallocated Trans Detail Level Upload Attachments

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 3 of 3

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#) [Approve](#) [Pull Back](#)

On the transaction list, select the check box in the *Select* column for each transaction to approve.
Click the **Approve** button



Transaction Management

Approve Transaction(s)

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

[Select Approver](#)

Click select approver

Approve

Cancel



Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

Sherlin

First Name:

Search

Enter approver's last name then click search

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input type="radio"/>	SHERLIN, JOE	SHERLIN@ETSU.EDU

Records 1 - 1 of 1

Set selection as your default approver

Select Approver



Once a cardholder has approved the transaction and selected an approver, the approval status will change from Pending to Approved.

[-] **Transaction List** [Return to top](#)

Records 1 - 4 of 4

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	D
<input type="checkbox"/>	R_D	Pending	01/29	01/29	CORPORATE CARD ANNUAL FEE		\$12.00	
<input type="checkbox"/>		Approved	01/23	01/27	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	\$88.73	
<input type="checkbox"/>		Approved	01/24	01/27	FREE SERVICE T00015297	JOHNSON CITY, TN	\$1,374.43	
<input type="checkbox"/>		Approved	01/21	01/23	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	\$43.37	

[R](#) Reviewed [D](#) Disputed [A](#) Reallocated [II](#), [III](#) Trans Detail Level [L](#) Reallocation Locked [U](#) Upload Attachments [A](#) Attachment

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 4 of 4

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#) [Approve](#) [Pull Back](#)



If you click on a transaction's approval history tab, the approval actions will be displayed.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachments
	01/23	01/27	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	88.73	Ⓜ		📎 📎 📎

Ⓜ Disputed Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated 📎 Reallocation Locked 📎 Attachment

Summary Allocations Comments **Approval History**

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from its pending approver, click "Pull Back."

Cardholder Approver: Seehorn, Jimmy L
Current Pending Approver: KELLEY, KATHY

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Seehorn, Jimmy L	01/28 10:20	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequer)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

Pull Back



Transaction Approval

Once an approver has approved the transaction, the approval status will go from Approved to Final Approved.

Records 1 - 23 of 23

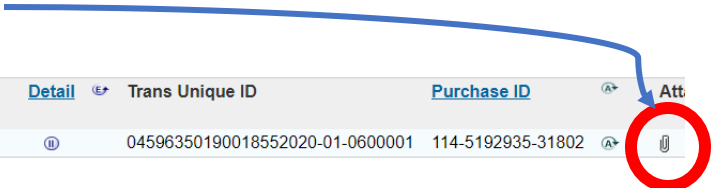
[Check All Shown](#) | [Uncheck All Shown](#)


Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	
<input type="checkbox"/>	(R)_D	Final Approved	01/16	01/20	SAMSCLUB.COM	888-746-7726, AR	\$99.98		
<input type="checkbox"/>		Final Approved	01/17	01/20	DOMINO'S 7439	843-292-0499, NC	\$130.20	①	
<input type="checkbox"/>		Final Approved	01/19	01/20	BEST BUY 00008995	JOHNSON CITY, TN	\$39.99	①	
<input type="checkbox"/>		Final Approved	01/16	01/20	FOOD CITY #629	JOHNSON CITY, TN	\$36.12	①	
<input type="checkbox"/>		Final Approved	01/16	01/17	SQ *SQ *BIG NICK'S BBQ	GOSQ.COM, NC	\$353.00	③	
<input type="checkbox"/>		Final Approved	01/16	01/17	DICK'S CLOTHING&SPORTI	KINGSPORT, TN	\$59.98	①	
<input type="checkbox"/>		Final Approved	01/16	01/17	DICK'S CLOTHING&SPORTI	JOHNSON CITY, TN	\$149.95	①	



Transaction Attachment

From the transaction list, click on the paperclip



Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Att
<input type="checkbox"/>	Ⓜ	Pending	01/05	01/06	AMZN MKTP US*TO71J5RN3	AMZN.COM/BILL, WA	\$57.99	Ⓜ	04596350190018552020-01-0600001	114-5192935-31802	

Ⓜ Reviewed Ⓜ Disputed Ⓜ Reallocated Ⓜ Ⓜ Trans Detail Level Ⓜ Upload Attachments Ⓜ Attachment

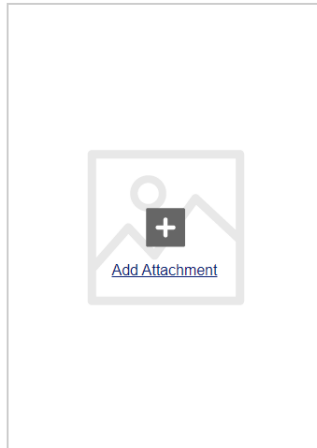
The screen below will come up.

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
01/29	01/29	Corporate Card Annual Fee	,	\$12.00

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Transaction Attachment

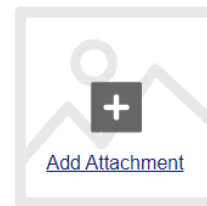
Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
01/29	01/29	Corporate Card Annual Fee	,	\$12.00

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.


Click to add attachment



When you click add attachment, it will go to your computer so you can search for the scanned document to upload.



Transaction attachment

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment
<input type="checkbox"/>	Ⓜ	Pending	01/05	01/06	AMZN MKTP US*TO71J5RN3	AMZN.COM/BILL, WA	\$57.99	Ⓜ	04596350190018552020-01-0600001	114-5192935-31802	

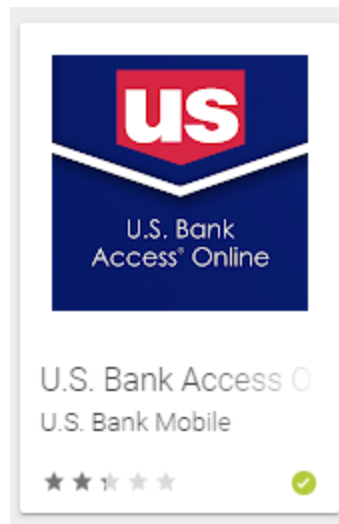
Ⓜ Reviewed Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level Ⓜ Upload Attachments 📎 Attachment

Once an attachment has been uploaded, this icon will appear.

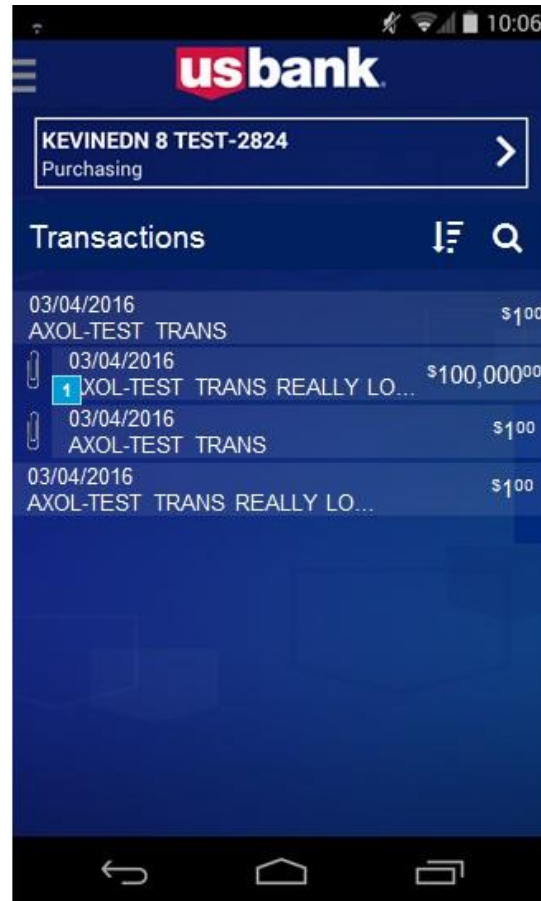
Transaction Attachment – Mobile phone

A cardholder can also upload attachments using their mobile phone.

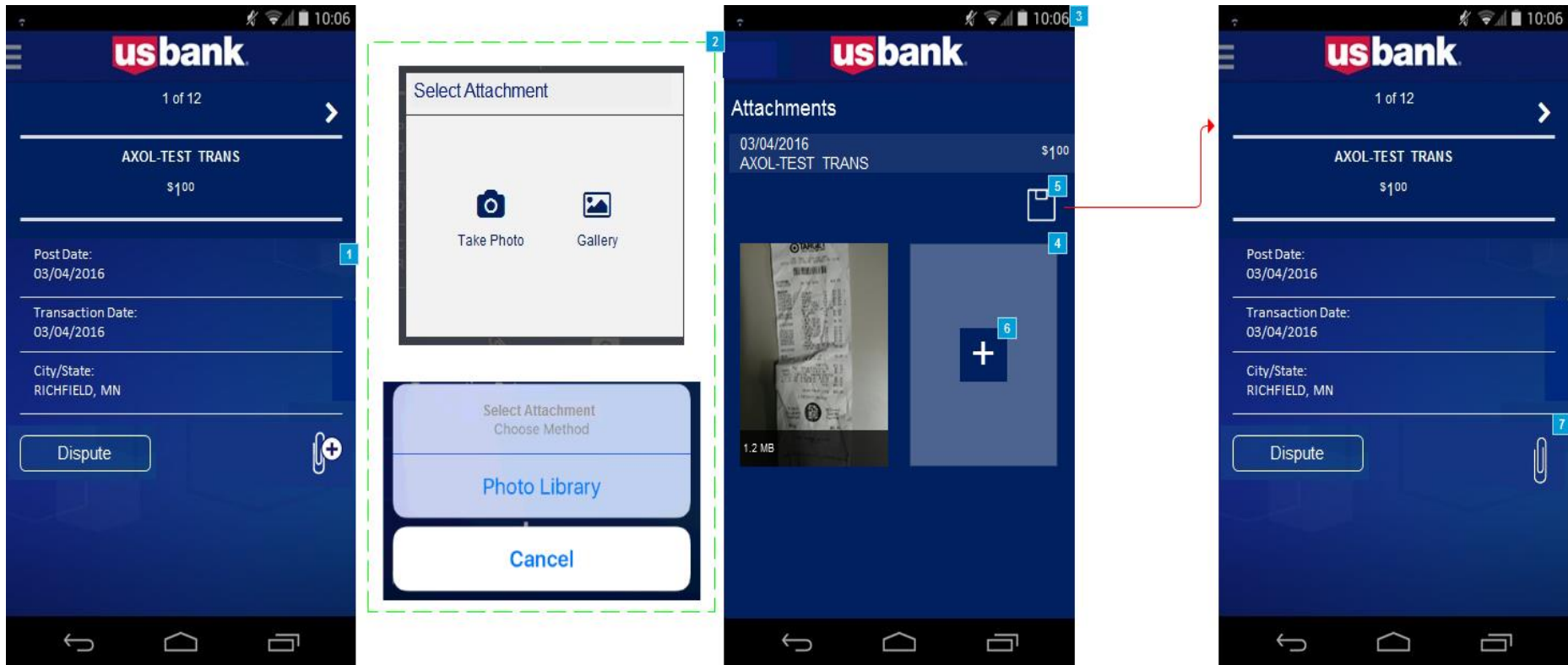
The cardholder can go to the Apple App Store or Google Play and download the US Bank Access Online app.



Transaction Attachment – Mobile phone



Transaction Attachment – Mobile phone



Please note: The mobile app is only available for cardholders. This is not available for approvers at this time.



Web-based Training

usbank Access® Online



Chat With Us



Log Out

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information Reporting
- Dashboard
- Data Exchange
- My Personal Information

Welcome to Access Online JAYNE MORRELL

Your last login was 01/30/2020

Message Center

[Message\(s\) from Access Online](#)

Language Selection:

American English ▾

Home

Email Center

Contact Us

Training

Click here to go to training





Click on a topic heading for more information.


[Go to Access Online class registration](#) [Go to WBT reporting](#)


Welcome, JAYNE. [Log out](#)


Open a topic area below and select content from each tab to create your own learning plan.


Get started using Access Online 


Configure the system 

Manage accounts and users 



Work with transactions 



Work with orders 

Work with payments 


Manage approvals 

Create and run reports and statements 

 Start training 

 Go to my learning plan 

Change user type:

Commercial Administrator 

Announcements January 11, 2020

Enhanced Security Options: We updated the *Navigation Basics* [lesson](#) and [quick start guide](#) and the *My Personal Information* [lesson](#) and [quick start guide](#) to show the new enhanced security options.

We also updated the *User Profiles* [user guide](#) and the *Access InSite* [user guide](#) to also show the




Web-based Training

Go to Access® Online

Welcome, Chris. [Log out](#)

Click on a topic heading for information on a topic.


Open a topic area below and select content from each tab to create your own learning plan.


Get started using Access Online 


Lessons User guides Simulations Quick references Recorded classes Certifications

- Cardholder-initiated Account Setup
- Cardholder Account Profile
- My Personal Information
- Navigation Basics
- Online Registration
- View Statements
- Email Alerts


Select a topic link to get started.


Manage accounts and users 

Work with transactions 

Work with orders 

Work with payments 

 Start training

 Go to my learning plan

Announcements

October 5, 2017

Password requirements: We updated the listing of allowed special password characters throughout the training content.

Account profile: We updated the *Account Profile user guide* to show how to request convenience checks.

Watch the Announcements section for update information and links to updated content.



Web-based Training

Select training resources from each tab. Click Add to My Learning Plan and Select More.

Go to Access® Online Welcome, Chris. [Log out](#)

Open a topic area below and select content from each tab to create your own learning plan.

Get started using Access Online ⓘ

Lessons User guides Simulations Quick references Recorded classes Certifications

- Cardholder-initiated Account Setup
- Cardholder Account Profile
- My Personal Information
- Navigation Basics
- Online Registration
- View Statements
- Email Alerts

Manage accounts and users ⓘ

Work with transactions ⓘ

Work with orders ⓘ

▶ Start training

▶ Go to my learning plan

Announcements October 5, 2017

Password requirements: We updated the listing of allowed special password characters throughout the training content.

Account profile: We updated the *Account Profile user guide* to show how to request convenience checks.

When you are done, click Go to My Learning Plan.



Web-based Training

Access® Online Web-based Training

[Go to Access® Online](#)

Welcome, Chris. [Log out](#)


My learning plan


Get started using Access Online


Lessons User guides Recorded classes **Certifications**


- Cardholder-initiated Account Setup
- Cardholder Account Profile
- Online Registration


Manage accounts and users


 Start training

 Add more training content

 Go to certification

 Print certificate

 Update My personal information

 Remove selected items

My saved documents

-  Add an Account
-  Cardholder Statement
-  Approve a Statement
-  Email Alerts
-  Cardholder Account Profile
-  Glossary

